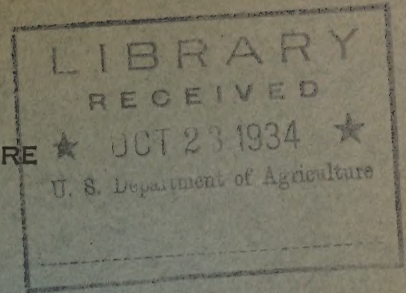


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION



OUTGOING MAIL AND TELEGRAMS

A Manual for Preparation and Handling

By Mary B. Hall

Washington, D. C.

October 1934

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OFFICIAL LETTERS

CONTENTS

	<u>Pages</u>
OFFICIAL LETTERS	
Margins, type, date, address and salutation, indentions, spacing, complimentary close, signature and title, arrangement of the file, carbon copies, initials, enclosures, envelopes.....	1-6
LETTERS FOR THE SIGNATURE OF THE SECRETARY.....	6-8
MATTERS OF POLICY.....	8-9
AIR MAIL.....	9
FOREIGN MAIL.....	9-10
REGISTERED MAIL.....	10
TELEGRAMS	10-11
COMMON ERRORS IN USE OF WORDS	12
ILLUSTRATIONS OF GOOD FORM IN ADDRESS AND SALUTATION.....	12-19
REFERENCE BOOKS	19

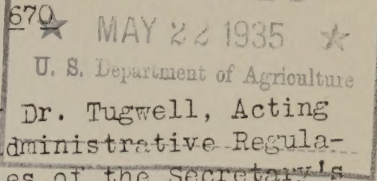
HANDLING

A margin of an inch and a quarter should be allowed on either side and at the bottom of the page. If the letter is for the signature of the Secretary and is full page in length, the address should begin an inch below the seal.

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Ad 4 Dec

Revisions in the Manual "Outgoing Mail and Telegrams"

Following the Amendment in Memorandum 670



Memorandum 670 dated April 5, 1935 and signed by Dr. Tugwell, Acting Secretary, amends that part of paragraph 568 of the Administrative Regulations of the Department which pertains to carbon copies of the Secretary's letters.

The manual "Outgoing Mail and Telegrams" is based on the Administrative Regulations. Since copies of the Regulations are not easily available and because much confusion in practice has followed the issuance of Memorandum 670, the following paragraphs are offered to users of the manual. It is suggested that they revise the manual accordingly, or paste or type suitable errata in the blank pages provided in the back of the manual and index the paragraphs affected.

The change is merely in the color, not the number, of carbon copies. Heretofore, for a Secretary's letter we have required three salmon-colored and one white carbon copy. Now, we require one salmon and three white. This, of course, is not a letter going to the White House or to Members of Congress. Requirements for additional white copies for such letters are indicated in the manual and are not affected by the revision.

The above is the only change and was made in an effort to stop random initialing of the top file copy (now the only salmon copy). This copy is reserved for the initials of the Administrator and members of the Office of the Secretary. For example, the salmon copy will be initialed in ink or indelible pencil in the lower right-hand corner by the Administrator or any bureau chief to whom the letter may be referred, and by any member of the Office of the Secretary including the Solicitor and Departmental Directors.

The typed initials of dictator and stenographer should not appear on the salmon copy but they may appear on the three white copies. The third white copy of the letter, which is kept in the AAA file, should carry in addition to the typed initials of the dictator and stenographer, all auto-graphed initials of the Administration - dictator, section chief, division director, and any economist or specialist to whom the letter may be referred.

No initials of any sort should appear on copies to be enclosed with the letter.

The point to all this is that one file copy in the Secretary's files should carry complete and actual initials required by the Office of the Secretary, and that one file copy in the AAA files should be a complete and authentic record for the Administration.

The instructions on arrangement of the file on page 3 of the manual are not changed.

We take advantage of this first memorandum of revision to suggest correcting the typographical error on page 12 in the manual: a colon instead of a comma after "Dear Mr. President".

OUTGOING MAIL AND TELEGRAMS

A Manual for Preparation and Handling

By Mary B. Hall

OFFICIAL LETTERS

The value of a good letter in the administration of any Government program cannot be overestimated. Perhaps in no other way do we engage the complete attention of the individual. Every one likes to get a letter. Every one expects to have his letter answered. Therefore, a letter is an opportunity to give accurate information, to offset inaccurate rumors, unfair criticisms and propaganda, and by its sincerity and courtesy create good will and promote cooperation.

At the same time we cannot exaggerate the wastefulness, the futility, even the absolute harm, in the poor letter. The inadequate reply is almost as discourteous as no reply. It certainly creates dissatisfaction and subjects the Department to criticism.

The Department letter is difficult at first for one new in the service, particularly when writing for the signature of another. Therefore, it is important to learn the policy of the Department, and to keep informed on subject matter and sources of information. Avoid the first person in pronouns. Read the letter to be answered not some one's brief of it, and write the kind of Government reply that would satisfy you if you were receiving it. Criticize and revise your letters once in a while. Study your pet sentence, your stock paragraph, and your form letter, criticizing it from the standpoint of adequacy, clearness, and interest.

In writing letters we are not confined to the standardized style used in Government printed publications. However, we must keep to the forms of dignity and good taste. There is opportunity in letters for certain individuality in style, for the human touch without personalities, for cordiality without effusion.

The Department has indicated from time to time in memorandums and regulations certain rules for style in the makeup of official letters. These rules have provided uniformity in practice and have simplified instructions for dictator and stenographer. Among many good rules used in Government and commercial correspondence the Department has selected the following.

MARGINS

A margin of an inch and a quarter should be allowed on either side and at the bottom of the page. If the letter is for the signature of the Secretary and is full page in length, the address should begin an inch below the seal.

Each page other than the first should be numbered in the top margin at center, one inch from the top and three single spaces from the first line, the number being preceded and followed by a dash, thus: - 2 -

Margins on all letters should be the same whether the letter consists of three or four lines, or a page.

TYPE

All letters should be written in elite type.

DATE

The date should be placed on the upper right-hand corner of the sheet one-half inch below the word "Washington" and sufficiently far to the right to bring the "1934" flush with the right margin of the body of the letter. Months should not be abbreviated in this date.

Letters prepared for the signature of the Secretary should not be dated.

The date should be written in figures and not followed by "th", "rd", etc. Example, August 31, 1934.

ADDRESS AND SALUTATION

On pages 12-19, examples of address and salutation are given, illustrating punctuation, indention, spacing, and form.

Two-line addresses should be double spaced; three lines or more, single spaced, and each line after the first should be indented seven spaces more than the preceding line.

The designation, "Hon." should precede the names of most officials addressed. Particularly is this true when addressing by name officials who are Presidential appointees. The designation should be abbreviated "Hon." and spelled out only when used in a sentence and then preceded by "the" as "the Honorable John Smith." However, a less formal reference is usually preferred in letters as "The Secretary," "Representative Marvin Jones," "Senator Bankhead," etc.

With the exception of the President and Cabinet officers address Government officials by name.

INDENTIONS

Address and paragraph indentions are seven spaces.

SPACING

Double spacing should be used if the letter so spaced can be placed on one page. If double spacing would cause the use of another page, or if

the letter however spaced will require more than one page, single spacing should be used.

COMPLIMENTARY CLOSE

The complimentary close of letters may be "Sincerely yours" or "Very truly yours" according to the choice of the dictator or the tone of the letter. With few exceptions letters for the signature of the Secretary or the Administrator are closed with "Sincerely yours."

The following spacing should be used for the close of letters:

	Sincerely yours,
-----	:
	: (5 single spaces)
	:
3 1/2 inches	:
	: _ _ _ (24 spaces) _ _ _ Secretary.

SIGNATURE AND TITLE

All official letters and memorandums should bear both the signature and title of the writer.

Do not type the Secretary's name, nor the name of any member of the Office of the Secretary. Also do not type "Secretary of Agriculture" on letters, merely "Secretary." The letterhead gives the name of the Department.

All other signers of correspondence should have the name typed under the space for the signature, followed on the next line by the signer's title complete as to Section and Division and the whole neatly spaced and well balanced.

ARRANGEMENT OF THE FILE

For the convenience of the dictator and the Viséing Unit the file of a letter should be arranged in the following order: (1) The outgoing letter, (2) the enclosures, unless too bulky, and (3) the envelope, face up, lengthwise at the left side of the file, all clipped together. Next should come the carbon copies of the letter, and last the letter to which reply is made. Previous correspondence when accompanying the file should be attached beneath in chronological order, latest date upper. Attach this file neatly and securely without using too many clips.

When a letter prepared in one Bureau or Section is rewritten elsewhere the new draft should be accompanied by the initialed carbon of the original letter, canceled. The formula,

Originated in _____
Initialed by _____
Rewritten by _____

should be typed on the last sheet of each file copy of the new letter. Remove all unnecessary file copies of the old letter.

The jacket accompanying a letter for the signature of the Secretary or of the Administrator, should be the facing sheet of the file of such letter. Always fill in the "Memorandum of Action" on this jacket.

CARBON COPIES

Letters in the Agricultural Adjustment Administration should ordinarily carry two white carbon copies for filing. An additional thin white carbon, if possible on Administration letterhead, should accompany letters to Senators and Representatives. Such carbon copies should not have the initials of dictator and stenographer. Any other carbons made are for the needs of the Section or for reference.

Carbon copies for reference should be so indicated. This should be done by writing the letters "CC" just below the stenographer's initials, and following these letters by the names of the persons for whom the extra carbons are made. For instance, a letter dictated by Mr. Tapp, transcribed by Mrs. Carduff, and carrying copies for Dr. Wellman and Mr. Jay Ward would be marked in the lower left-hand corner in the following manner:

JWT/amc
CC. Dr. Wellman
Mr. Jay Ward

The carbon copies intended for Dr. Wellman and Mr. Ward should be indicated by checking their names on the respective copies. Such carbon copies should have envelopes attached and should accompany the letter and file to the Visiting Unit, but if for any reason they are detached and sent out separately the word "sent" should be written opposite the name on the file copies.

Never send a copy of a letter that is prepared for signature, without checking the date, the signature and the possibility of its having been rewritten. This warning applies particularly to letters for the signature of the Secretary or the Administrator.

All letters for the Secretary's signature and all letters passing for record through the Secretary's file room should be regularly accompanied by three carbons on salmon-colored paper and one on white paper. Extra carbons on white paper, in addition to the three salmon and one white copies above specified, should be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress,
and the White House, one carbon
To the Senate and House Committees on Agriculture and House
Committee on Public Lands, two carbons
To chairmen of committees of Congress or members of Congress
reporting on bills or dealing with proposed or possible
legislation involving expenditures, three carbons
To the Bureau of the Budget transmitting recommendations for
appropriations, five carbons

INITIALS

No initials should appear on the ribbon copies of letters, nor on carbon copies to be sent to others.

The initials of the persons dictating the letter and the stenographer transcribing it should be typed on the carbon copies flush with the left margin and opposite the signature. On letters prepared for the signature of any member of the Office of the Secretary, the name of the Section where the letter originated should be typed on two of the salmon-colored copies beneath the initials of dictator and stenographer, for instance:

CAJ/ab

A.A.A. - Corn-Hog Section

The file copy of a letter dictated by a member of any Section for the signature of the Administrator or the Secretary should carry in the lower left-hand corner the autographed initials of the Chief of the Section, the Director of the Division, or other official delegated to vouch for the correspondence. Stamping the initials will not do. This applies to the first carbon of Administration letters and to the third salmon copy of the Secretary's letters. No initials either typed or autographed should appear on the first salmon-colored copy of the Secretary's letter. This copy is reserved for the initials of the Administrator and the General Counsel who autograph their initials in ink or with indelible pencil in the lower right-hand corner of the last page.

ENCLOSURES

Whenever enclosures accompany a letter the word "Enclosure" or "Enclosures" should appear in the lower left corner opposite the signature on the original and all copies. It is best to state in the letter what enclosures are intended.

Original correspondence should always be returned to the sender and copies made for our files. Always return stamped envelopes, since official mail requires no postage. However, airmail stamps should be used when sent for that purpose.

ENVELOPES

The envelope attached to the letter should be large enough to hold the enclosures without bulging. If the bulletin size is used it is best to indicate the class of mail by stamping or writing "First Class Mail" or "Letter Mail" on the envelope.

As a rule, printed matter should not be enclosed with letter mail to foreign countries. This is because of the difference in cost. Envelopes or packages containing printed matter should be so marked, and not sealed, in order to permit customs and postal inspection. It follows, of course, that letters should not be enclosed in "string Envelopes," "photo mailers," and the like.

The Department official or penalty envelope, or label, carries mail to Alaska, Canada, Newfoundland, Mexico, the Philippines, Hawaii, Cuba, Panama, the Canal Zone, the Virgin Islands, and Puerto Rico, but cannot be used by correspondents on letters or packages mailed from points in Canada, Newfoundland, Mexico, Cuba, or Panama, to the United States.

The use of penalty envelopes to avoid payment of postage on other than strictly official business is absolutely prohibited. It is suggested that official envelopes and letterheads should not be used for personal correspondence even with the use of postage.

Penalty envelopes for reply should be enclosed only when the correspondent is asked to give some information of definite value to the Department for which the correspondent will get no tangible return. When enclosing an envelope to a correspondent, use the following phrase: "An official envelope, which requires no postage, is enclosed for your reply," or "An official label, which requires no postage," as the case may be.

Do not use the "Office of the Secretary" envelope for the mail of the Agricultural Adjustment Administration.

Do not use a penalty envelope within the Department of Agriculture. Chain envelopes are provided for this purpose.

LETTERS FOR THE SIGNATURE OF THE SECRETARY

Rules for margins, type, date, address, salutation, indentation, spacing, complimentary close, signature and title, carbon copies, initials, enclosures, envelopes, and arrangement of the file may be found under its subject in this circular.

In preparing letters for the signature of the Secretary or any member of the Secretary's Office, the following additional instructions should be observed:

Letters referred to the Agricultural Adjustment Administration from the Office of the Secretary should be answered or should be given attention not later than three days after the date of reference indicated on the jacket attached, the reply being prepared for the signature of the Secretary, the Under Secretary, the Assistant Secretary, or the Assistant to the Secretary, as indicated on the letter referred or the jacket. If the necessary information is not immediately available, the letter should be acknowledged with a statement that a reply will go forward as soon as practicable. When the letter requires attention in more than one bureau of the Department, a memorandum containing information should be addressed to the Secretary and sent with correspondence to the other bureau.

In the preparation of replies to letters bearing a file reference, such reference should be quoted in the opening sentence in addition to the date of the letter answered.

The "Memorandum of Action" on the jacket accompanying the letters should be filled in before presenting the letter for initials and signature.

All letters prepared for the signature of the Directors of Extension, Information, Personnel and Business Administration, and others connected with the Office of the Secretary should be handled in the same general manner as letters for the Secretary's signature.

Usually, letters for the signature of the Secretary should be written in the third person so that in his absence they may be signed by the Acting Secretary without rewriting. Avoid references to "the Secretary" in letters that may be signed by the Secretary. This does not apply to references to the Secretary of Agriculture as an office.

All communications to heads of other Departments must be signed by the Secretary or Acting Secretary and should be addressed to the Secretary of the Department concerned. If a letter is received from an Acting Secretary or Assistant Secretary of any Department, the reply thereto should be addressed to the Secretary of that Department and not to the Acting Secretary or Assistant who signed the letter.

All official communications with diplomatic and consular officers, and other representatives of foreign governments in the United States and in foreign countries must be routed through the State Department. Letters of transmittal to the Secretary of State should be prepared for the signature of the Secretary of Agriculture. For example:

The Honorable,

The Secretary of State.

Dear Mr. Secretary:

We are enclosing for transmittal to the Consul General of Nicaragua at New York City, our reply to his inquiry of January 27 about purchases of wheat for the Nicaraguan Department of Agriculture.

Sincerely yours,

Secretary.

MATTERS OF POLICY

A letter that contains an interpretation or quotation of existing law or information or suggestions on matters of legal significance should be routed through the Office of the General Counsel.

A letter about the work of the Administration as a whole, involving new work, new policies, or changes in existing policies should be prepared for the signature of the Administrator, the Acting Administrator, or the Assistants to the Administrator.

A letter relating to a subject so important, or addressed to an organization, committee, or public or private office of such standing as to make it desirable to have the letter carry the highest authority or prestige of the Administration should also be signed by the Administrator.

No promises or predictions relating to the work of the Department should be made except those which the Department is certain of fulfilling.

Any official or employee who dictates a letter containing a request or a promise will be expected to follow up the matter to see that proper action is taken.

No criticism of existing policies of any branch of the Government nor of any Government official should appear in letters or memorandums.

Any business information secured directly or indirectly from the trade in connection with official investigations must be treated as confidential. Such information must not be disclosed in preparing correspondence.

When a list of dealers is furnished, a "disclaimer clause" must be inserted such as: It is generally impracticable to give a complete list of dealers, and in furnishing a partial list in an effort to aid you, it should be understood that no discrimination is intended and no guarantee of reliability implied.

AIR MAIL

Through P.B.A. Circular No. 241 attention is called to the fact that in many instances air mail, which is much less expensive than either telegraph or telephone, can be used instead of the latter two means of communication in cases where the utmost expedition is not strictly required and more particularly as an alternative to the night telegram. Airmail postage plus a special delivery stamp will insure the speediest transportation and delivery of a letter.

Judgment should be used in using air mail instead of regular mail. For distances up to 250 miles Special Delivery will provide more expeditious delivery. For greater distances air mail may be used if speed is imperative. Air mail must be fully prepaid and is not registered free.

Consult the latest schedules or call the Mail Room or Viséing Unit when in doubt about the service. This suggestion is given particularly in regard to the sending of heavy parcels. If possible send such mail promptly to the Mail Room or Viséing Unit sufficiently early for viséing and proper handling. Frequently such mail arriving after 4 o'clock will require more postage than the average supply on hand. In case it may not be ready, telephone the Mail Room or the Viséing Unit, giving the approximate weight, and vouching for administrative approval. Always state on the slip accompanying the package the name of the sender so that it may be properly charged. Do not send airmail letters to the Viséing Unit sealed.

The rate of postage on air mail has been reduced to 6 cents for each ounce or fraction thereof.

FOREIGN MAIL

Letters to foreign correspondents shall be written in English unless the correspondent has requested otherwise. If the incoming letter is in a foreign language a translation should be provided for the files.

If the reply includes the sending of printed matter which would add very much to the first-class postage, send the printed matter under separate cover in a "string" envelope, or so tied, not sealed, that it may be accessible to postal or customs inspection.

Postage is not required on Government mail to Alaska, Canada, Mexico, Newfoundland, the Philippines, Hawaii, Cuba, Panama, the Canal Zone, the Virgin Islands, and Puerto Rico.

Foreign mail should be properly tagged when sent to the Mail Room or Viséing Unit.

REGISTERED MAIL

The mail originating in this Department which requires registration falls within three classes:

1. Communications where record of receipt is essential or desirable. Example: Notices of date to begin work on contracts; notices of renewal of leases.

2. Material which in the hands of unauthorized persons might be used prejudicially to the Government or the public. Examples: Transportation requests; Civil Service examination papers. This should not be extended to remote possibility of misuse, as disbursing officer's checks.

3. Material of considerable value or material of some value the replacement of which, if lost, would be impossible, difficult or laborious. Examples: only existing copies of manuscripts; only existing copies of manuscript charts or tabulations. But replaceable material of less than considerable value should not ordinarily be registered.

Letters or parcels to be registered should be brought to the Mail Room of the Clearance Section before 4 p.m. on week days or 12:30 on Saturday, if possible. Otherwise a messenger is obliged to carry such mail to an uptown post office.

Official, domestic mail registered at Washington, D. C., does not require a fee for registering, but a return receipt requested at time of mailing requires a small fee. Registration should be requested on a tag attached securely to the piece of mail which is forwarded "Special" to the Mail Room.

Air mail is not registered free.

TELEGRAMS

Administration telegrams should be typed on a Government telegraph blank (Standard Form No. 14A) and three carbon copies made on thin white paper. Telegrams for the signature of the Secretary or any member of the Office of the Secretary, should be typed on a telegraph blank (Standard Form No. 14A) and five carbons made on thin white paper.

The original or ribbon copy and one carbon copy on thin white paper of all outgoing telegrams should be filed in the Department Telegraph office. Two carbons should go to the General Files.

The sender's name should be typed in the place for signature and the ribbon copy should carry his autographed signature or initials above the typed signature. On a telegram for the signature of the Secretary or any member of the Secretary's office, or for the signature of the Administrator, type the title but not the name. A slip with the following notation should be stapled or pinned securely to the original copy: "Telegram for the signature of (Insert name and title)."

There should be indicated on all telegrams, at the top in caps underscored, the kind of service required; as NIGHT LETTER, DAY LETTER or STRAIGHT TELEGRAM. In the space at the upper corner of the form type the appropriation symbols.

During official hours the Secretary's telegrams should be routed through the Viséing Unit and the Secretary's file room for signature and transmission.

At the time of this writing, the Department Telegraph Office (Room 5409 South Building, branch telephone 341) is open Monday to Friday 7 a.m. to 11 p.m. and on Saturday 7 a.m. to 4 p.m. Telegrams properly signed and initialed may be sent after closing hours by calling the uptown office of Western Union or Postal Telegraph for a messenger. Only the original or ribbon copy should be sent to the uptown office. The other copies should carry a signed notation of the time and manner of sending and be sent to General Files.

Avoid unnecessary words in a telegram.

A STRAIGHT TELEGRAM should be sent only in urgent cases. Reduce the number of words to the minimum. Take advantage of the DAY LETTER and NIGHT LETTER rates by preparing and sending messages promptly.

The DAY LETTER rate is much lower than the STRAIGHT TELEGRAM rate for lengthy messages. This class of service is subject to some delay in transmission, but the time in transit is fast enough to permit communication both ways on the same day.

NIGHT LETTERS should be used only when air mail or regular mail will not serve the purpose. The airmail service from Washington to cities within a thousand miles is practically as efficient as the NIGHT LETTER service. For example, a letter airmailed in Washington at 9 p.m. will be delivered in Chicago early the following morning.

DAY LETTERS and STRAIGHT TELEGRAMS, prepared late in the afternoon and going to small towns, should be sent as NIGHT LETTERS. Telegraph offices in small towns close early in the evening, and delivery of such messages in many instances is not made until the following morning.

COMMON ERRORS IN USE OF WORDS

"Same" as pronoun; "proposition" for "proposal" or "undertaking"; "compared to" when meaning "compared with"; "contrasted to" for "contrasted with"; "seasonable" for "seasonal"; "amount" for "quantity".

"Declined" when decreased is meant. "Decline" applies not to quantity or number but mainly to price. "Improved" or "better" prices (how improved and for whom?); "data is" for "data are"; "much data" for "many data"; and use of singular instead of plural form of pronoun referring to data.

Illustration of words showing lack of discrimination are "communication" for letter, "your favor", "to hand", "herewith", "due consideration", "recent date" instead of actual date or identifying subject, "the writer", "major portion", and "contact"; also "advert", "effectuate", "unanimity", "cognizant", etc., instead of simpler words.

ILLUSTRATIONS OF GOOD FORM IN ADDRESS AND SALUTATION

The President,

The White House.

Dear Mr. President,

The Vice President,

United States Senate.

Dear Mr. Vice President:

Hon. Louis McH. Howe,
Secretary to the President,
The White House.

Dear Mr. Howe:

The Honorable,

The Secretary of Labor.

Dear Madam Secretary:

The Honorable,

The Secretary of State.

Dear Mr. Secretary:

The Honorable,

The Attorney General.

Dear Mr. Attorney General:

(Same for the Postmaster General)

Ranking officials in State Governments are addressed by name.

Hon. John Smith,
Secretary of State,
Commonwealth of Kentucky,
Frankfort, Kentucky.

Dear Mr. Smith:

Hon. _____

Speaker of the House of Representatives.

Dear Mr. Speaker; or Dear Mr. _____

Hon. John (or Mary) Smith,
United States Senate.

Dear Senator Smith:

Hon. John (or Mary) Smith,
House of Representatives.

Dear Mr., Mrs., or Miss Smith:

Hon. John Smith,
Chairman, Committee on Agriculture and Forestry,
United States Senate.

Dear Senator Smith:

Hon. John Smith,
Chairman, Committee on Agriculture,
House of Representatives.

Dear Mr. Smith:

Hon. Charles Evans Hughes,
Chief Justice of the United States.

Dear Mr. Chief Justice:

or

The Chief Justice,
The Supreme Court of the United States.

Dear Mr. Chief Justice:

Hon. Willis Van Devanter,
Associate Justice of the Supreme Court.

Dear Mr. Justice:

The Honorable,
The Comptroller General of the United States.

Dear Mr. McCarl: or Dear Mr. Comptroller General:

Hon. _____
Director, Bureau of the Budget.

Dear Mr. _____:

or

The Honorable,
The Director of the Budget.

Dear Mr. _____:

Hon. Harry B. Mitchell,

President, U. S. Civil Service Commission.

Dear Mr. Mitchell:

The Surgeon General,

U. S. Public Health Service.

Dear Dr. Cumming:

Hon. Robert L. O'Brien,

Chairman, U. S. Tariff Commission.

Dear Mr. O'Brien: or Dear Mr. Chairman:

Hon. S. Clay Williams,

Chairman, National Industrial Recovery Board.

Dear Mr. Williams:

Hon. W. I. Myers,

Governor, Farm Credit Administration.

Dear Governor Myers:

Hon. Harry L. Hopkins,

Administrator, Federal Relief Administration.

Dear Mr. Hopkins:

Hon. Harry L. Hopkins,

President, Federal Surplus Relief Corporation.

Dear Mr. Hopkins:

Lieut. Commander Alfred B. Clark,
Director of Procurement,
Federal Surplus Relief Corporation.

Dear Mr. Clark: or Dear Director Clark:

Hon. Lynn P. Talley,
President, Commodity Credit Corporation.

Dear Governor Talley:

Hon. Robert Bingham,
The American Ambassador,
London, England.

Dear Mr. Ambassador:

His Excellency,
The French Ambassador.

Dear Mr. Ambassador:

or
His Excellency,
The Ambassador of the French Republic.

Dear Mr. Ambassador:

Hon. John Smith,
Governor of Virginia,
Richmond, Virginia.

Dear Governor Smith:

Hon. John Smith,
The State Senate,
Albany, New York.

Dear Mr. Smith:

Hon. John Smith,
Member of Assembly,
Albany, New York.

Dear Mr. Smith:

Hon. John Smith,
Mayor of the City of New York,
City Hall,
New York, New York.

Dear Mr. Mayor:

Hon. John Smith,
Mayor of Bristol,
Bristol, Virginia.

Dear Mr. Smith:

Hon. John Smith,
State Food and Dairy Commissioner,
Boise, Idaho.

Dear Commissioner Smith:

Dr. (or Mr.) John Smith,
President (or Dean), Michigan Agricultural College,
East Lansing, Michigan.

Dear Dr. (or Dean) Smith:

Dr. (Mr. or Prof.) John Smith,
Director, Michigan Agricultural Experiment Station,
East Lansing, Michigan.

Dear Director Smith:

(Same for Directors of Extension)

Hon. Luis Duhau,
Minister of Agriculture,
Buenos Aires, Argentina.

Dear Mr. Minister:

Sister Mary Angela,
Loretto Academy,
Loretto, Kentucky.

Dear Sister: or Dear Sister Angela:

Reverend Mother _____
Superior, Sisters of Loretto,
Loretto, Kentucky.

Reverend Mother:

Rev. John Smith,
Pastor, St. John's Church,
Schenectady, New York.

Dear Mr., Dr., or Father Smith:

Never Dear Reverend Smith:

Mr. John Smith,
200 Main Street.
Winchester, Kentucky.

Dear Mr. Smith:

Mrs. (or Miss) Josephine Smith,
117 Girard Avenue,
Philadelphia, Pennsylvania.

Dear Mrs. (or Miss) Smith:

If a letter is signed by several women or by a woman's club or committee, address the reply to the first signer or an officer if indicated. If necessary to address the letter to a group of women, or a woman's club, the salutation is Mesdames:, or Ladies:, according to the choice of the correspondent.

Merchants Transfer Co.,
135 Main Street,
Louisville, Kentucky.

Gentlemen:

If the incoming letter is signed -

The Agricultural Implement Co.

by John Smith

the reply should be addressed -

The Agricultural Implement Co.,
342 South Dearborn Street,
Chicago, Illinois.

Attention: Mr. John Smith

Gentlemen:

REFERENCE BOOKS

There are many good references to consult for construction of sentences, choice of words, proper division of syllables, difficult spellings, and the like. The Viséing Unit will be glad to answer inquiries about such authorities.

Webster's Dictionary and the Style Manual of the Government Printing Office are preferred references. Since the letter is more informal than the printed publication, the Style Manual is not followed unquestionably. For example, its rules for the setup of letters are for printed forms. It is suggested, however, that the stenographer become familiar with the Style Manual and follow its instructions as closely as possible.

- - - - -

A few blank pages are attached for notes and references.

MEMORANDA

MEMORANDA

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